



BREAKFAST AND AFTER SCHOOL CLUB POLICY

Compliance statement

Every policy is reviewed at regular intervals and where applicable, as stipulated by law. Each policy is also available in additional formats including Braille and in additional languages upon request, within reasonable timescales as stipulated by the school.

Reviewer/s:	Danielle Ashley
Last reviewed on:	July 2024
Next review due by:	July 2025
Approved by:	Full Governing Board

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Introduction

In response to parent voice and that the BASC offers wrap around care for children aged 4 and above, we have created a Breakfast Club run by St Joseph's RC Federation and exists to provide high quality out-of-school hours childcare for our parents for our children who are 3 years old.

It provides a range of stimulating and creative activities in a safe environment. We provide a healthy breakfast in line with Croydon Council Food Standard Agency.

The Breakfast Club operates from 8am – 9am, and each session costs £7 with a reduced fee of £6 per session if booking 4 or 5 sessions each week.

The afterschool club from 3pm-4.45pm. Each session costs The after school club is for £12 per session, £10 if booking 4 or 5 sessions each week.

All parents/carers must complete and sign a registration form prior to their child attending the club.

- Only children attending St Joseph's RC Federation are eligible to attend our club.
- All places are subject to availability.
- Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed a registration form.
- Parents/Carers must bring their child directly to the Nursery School and sign them in.
- Parents/Carers must provide details of any allergies or medical conditions to the school prior to their child attending the Breakfast/After School Club.

Payment of Fees

Users of the Breakfast Club will be charged through Iris Parentmail half termly in advance

- Fees are to be paid in advance. If payment is not received by the date of the first session the school reserves the right to withdraw the childcare place.
- Payment is due for all contracted sessions even if your child is unable to attend their booked session. No refunds will be made for any sessions missed.
- Payment can be made by Childcare vouchers, your Tax Free childcare account or through Arbor. The School has registered as a childcare provider under the Government Tax Free Childcare Scheme. Parents can find out if they are eligible by visiting www.childcarechoices.gov.uk.
- Four weeks notice must be given to reduce the number of sessions your child attends at the Breakfast/Afterschool Club.
- Six weeks notice must be given to cancel your child's place.

All communication and messages concerning Breakfast Club should be via the school office

PLEASE COMPLETE THE ATTACHED FORM AND RETURN TO THE SCHOOL OFFICE. WE WILL THEN BE IN TOUCH WITH YOU TO CONFIRM YOUR CHILD'S PLACE OR DISCUSS ADDING YOUR CHILD TO OUR WAITING LIST



Breakfast/Afterschool Club Agreement

Pupil Forename	
Pupil Surname	
Class	

By signing this form, I confirm I have read and accept the Breakfast and After School Club Policy and agree to abide by the terms therein. I agree to make payments to St Joseph's Federation's Breakfast/Afterschool Club at least half termly in advance before the date of my child's first session. I agree to give 4 weeks' notice to change my child's session or 6 weeks' notice to cancel my child's sessions.

The sessions in this contract are 8am – 9am. Each session costs £7 with a reduced fee of £6 per session if booking 4 or 5 sessions each week.

The after school club from 3pm-4.45pm. Each session costs The after school club is for £12 per session, £10 if booking 4 or 5 sessions each week.

Parents/Carers must provide details of any allergies or medical conditions to the school prior to their child attending the Breakfast Club.

PLEASE CIRCLE DAYS and CLUB REQUIRED **DATE STARTING FROM:** _____

- | | | |
|---------------------|-----------|-------------|
| 1. MONDAY | Breakfast | Afterschool |
| 2. TUESDAY | Breakfast | Afterschool |
| 3. WEDNESDAY | Breakfast | Afterschool |
| 4. THURSDAY | Breakfast | Afterschool |
| 5. FRIDAY | Breakfast | Afterschool |

PUPIL – MEDICAL INFORMATION

MEDICAL CONDITIONS:	
ALLERGIES OR FOOD INTOLERANCES:	

Parent/Carer Signature Print name

Date